



Activity Center at Bohrer Park, Summit Hall Farm
506 S. Frederick Ave. Gaithersburg, MD 20877

FACILITY USE APPLICATION

Program or Event Name: _____ Number of Attendees Expected: _____

Description of Event: _____

Date(s): _____ Time: _____

Please be sure to include necessary time for set up and clean up.

Applicant's Name : _____

Organization : _____

Address : _____ City/St/Zip _____

City Resident : ☐ Nonresident : ☐

Phone Numbers: Work _____ Home _____ Fax _____

Space Requested: Check one or more as appropriate

- _____ One full gym
- _____ Double gym
- _____ Lobby (available only to groups renting entire center)
- _____ Activity Room A (closest to side terrace)
- _____ Activity Room B (middle room)
- _____ Both Activity Rooms

Equipment required:

- _____ 48" round tables; how many _____
- _____ 6 ft. rectangular tables; how many _____
- _____ Chairs; how many _____
- _____ Bleachers open
- _____ Other; please be specific _____

Notes: Please identify any other information that will be helpful to Center staff:

Applicant/organization accepts responsibility to abide by all procedures outlined in the "Rental Program" document and understands penalties associated with not abiding by these stipulations. In addition, applicant agrees that by signing this application, the City of Gaithersburg is authorized to charge applicants credit card and/or process checks and cash for specified fees.

The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Activity Center at Bohrer Park, Summit Hall Farm.

Date of this request : _____ Signature of Applicant _____

For Center Staff Use Only: Date Rec'd: _____ By: _____

Driver's License # _____

Rate per hour \$ _____ x No. of Hours _____ = \$ _____ Total Rental Fee

Equipment Fee \$ _____ \$ _____ Total Equipment Fee

Security Deposit: Amount \$ _____ Date Rec'd _____ Cash ☐ Check # _____

VISA or Mastercard #: _____ Exp. Date ____/____/____

Cardholder name (please print): _____

Deposit Rec'd by : _____

Request Approved by : _____ Date _____ On Calendar _____

Rental Fee Paid: Amount \$ _____ Date Paid _____ Rec'd by _____ Cash ☐ Check # _____

VISA or Mastercard #: _____ Exp. Date ____/____/____

Cardholder name (please print) : _____